



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information:

**Job Title:** 29552 - Deputy Director, CTIIC - SNIS Executive Tier 2

**Vacancy Open Period:** 04/09/2019 - 05/03/2019

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** CTIIC/FO

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Executive Tier 2 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.
- **Previous candidates do not need to reapply. Applications will be considered.**

## Who May Apply

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:



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- Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President, the National Security Council and the Homeland Security Council for intelligence matters related to the national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. The Cyber Threat Intelligence Integration Center (CTIIC) informs and enables the federal cyber community to anticipate, mitigate, and respond to foreign cyber threats to US national interests. CTIIC enhances shared knowledge and understanding of foreign cyber threats by providing integrated reporting and analysis to federal cyber centers, sector-specific agencies, and the Intelligence Community. CTIIC promotes the development and implementation of intelligence sharing capabilities that enable whole-of-government efforts against foreign cyber adversaries.

## Major Duties and Responsibilities (MDRs)

- As Deputy Director of one of the ODNI's four mission Centers, the incumbent will participate and lead as a member of the ODNI's leadership team, and governance boards. The CTIIC DDIR is a standing member of the Principal Deputy's Board (PD Board), the Internal Management Board (IMB) and the Senior Leader Forum (SLF).
- The Deputy Director of CTIIC will assist the CTIIC Director CTIIC in: building an effective staff capable of executing the cyber threat intelligence mission of this multiagency organization, programing and budgeting the center's requirements for year-of execution and for out-year budgeting, directing and overseeing the center's effort to enrich cyber threat reporting with context and analysis from across the federal government to support and enhance the federal cyber centers' and senior policy maker's awareness of cyber threats, building authoritative reports of significant ongoing cyber events, improving policymakers' and decision-makers' ability to achieve quick realization of events and achieve more complete understanding of an event's scope, and federal governments ability to respond, facilitating and supporting interagency efforts to identify whole-of-government opportunities for deterrence or response , overseeing development and implementation of intelligence sharing capabilities, promoting the development and use of analytic tools and tradecraft to ascertain near-term shifts in cyber threat trends and actions, and ensuring threat reporting contained in intelligence channels are downgraded to the lowest classification possible for distribution to both US Government and US private sector entities via DHS.
- Liaise with community elements to perform outreach to advance the CTIIC mission



## Mandatory and Educational Requirements

- Excellent organizational, managerial, and leadership skills.
- Extensive knowledge of IC structures, capabilities, operational mechanisms, and ability to anticipate issues relevant to Cyber.
- Comprehensive knowledge of the Federal government's regulations regarding business practices and procedures to successfully formulate and execute fiscal budgetary responsibilities.
- Strong oral and written communication skills, including the ability to clearly convey complex information and technical data to all levels of management.
- Outstanding interpersonal and negotiation skills, and the ability to build consensus, work effectively, and independently exert influence to major stakeholders.
- Strong analytic and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop innovative recommendations and solutions for improvement.
- Mastery knowledge of the IC's analytic architecture as related to Cyber issues, and expertise working on Cyber Intelligence and Cybersecurity across multiple analytic disciplines.
- Mastery of home agency Cyber ecosystem; operational capability, analysis and production, and legislative affairs cyber related topics.

## Key Requirements and How To Apply:

### Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to



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submit their materials to both [hoylegr@dni.ic.gov](mailto:hoylegr@dni.ic.gov) (*Greta H.*) and [dewbret@dni.ic.gov](mailto:dewbret@dni.ic.gov) (*Brett D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_D\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_D_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to [hoylegr@dni.ic.gov](mailto:hoylegr@dni.ic.gov) (*Greta H.*) and [dewbret@dni.ic.gov](mailto:dewbret@dni.ic.gov) (*Brett D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**



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Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.

## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**